

# List/Print Costume (Purchase) Orders

Last Modified on 07/21/2021 1:23 pm EDT

To generate a list of created orders, go to **Classes** (menu) > **Costume Management** > **List/Print Orders** (left menu).

Any created order highlighted in Red on the Order Listing page may need attention. These orders may include costumes for students who have been dropped or transferred. Click the Order ID to view details.

## List/Print Orders

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**Note:** Any Orders highlighted in RED may need attention. These orders include costumes for students that have been dropped/transferred. Click the Order Id to view details.

Order Id	Print	Status	Qty	Total Price	Vendor	Date Created
 <a href="#">12345</a>	<a href="#">PRINT PO</a>	Pending	2	100.00	DreamWhere	9/9/2020 11:00:00 AM
 <a href="#">1234</a>	<a href="#">PRINT PO</a>	Pending	5	225.00	Costume Gallery	10/6/2020 11:09:00 AM
<a href="#">A439</a>	<a href="#">PRINT PO</a>	Pending	4	171.50	Weissman Costumes	9/13/2020 02:20:00

## Print a Purchase Order

In the report list, click the **Print PO** link to print an order. The printed order can be faxed or mailed to the vendor for processing. At this time, the PO is not editable, however, you may write in additional details (i.e. shipping method, tax, etc.). As a best practice, maintain the printed purchase order as a 'snapshot' of your order.

Print

## Purchase Order

Date: 10/6/2020  
Order ID: 12345

### Vendor

Name: DreamWhere  
Address: 14 Harvard Blvd  
Address2: 14 Harvard Blvd  
City/State: Huntersville, NC  
Zip: 28078  
Phone: (704) 555-1375  
Fax:  
Email: dreamwhere@email.com

### Ship To

Name: Ms. Kathy Jones  
Address: 9820 Northcross Center Court  
Address2:  
City/State: Huntersville, North Carolina  
Zip: 28078  
Phone: (704) 895-4034  
Fax:  
Email: cb@jackrabbitech.com

Shipping Method		Shipping Terms		Delivery Date			
Item #	Item Name	Size	Color	Style	Qty	Unit Price	Total
W985	Tiny Tutu	Child Small	Pink	1 piece	1	50.00	50.00
W985	Tiny Tutu	Child Small	Pink	1 piece	1	50.00	50.00
Additional Notes:						Sub-Total:	100.00
						Discount:	
						Shipping:	
						Tax:	
						Adjustment:	
						Total:	

## Frequently Asked Questions

Expand/Collapse  
All

**Q.** Why would the Purchase Order (PO) I printed last week be different than the Purchase Order for the same Order ID in Jackrabbit on today's date?

**A.** A printed PO is a 'snapshot' in time meaning what is in there at that moment is what is recorded. Any changes made after the printed PO will not be reflected in it.

If you make any of the following changes, your new PO will differ from the one you printed prior to the changes:

- Check *Do Not Order* next to a student who didn't previously have this checked.
- Delete a student.
- Move a family (archive family) to the lead file.